

Minutes
Town of Lunenburg
Council on Aging Director's Evaluation Sub-Committee

A meeting of the Council on Aging (COA) Director's Evaluation Sub-Committee was held on Friday, February 3, 2012 at 9:00 a.m at the Eagle House Senior Center. Present were committee members Deb Seeley, Fred Crellin, Jane Doyle, Jim Hays and invited guest, Kerry Speidel, Town Manager. The purpose of the meeting was to clarify the process for completing the COA Director's job evaluation and to define who is responsible for the development of the COA Director's Job Description and Evaluation Tool. Ms. Speidel was invited to explain the role of the COA, Personnel Board and Town Manager in this process.

Ms. Speidel stated that all town-wide job descriptions and evaluations need to be revised and updated and she will be focusing on Human Resource issues after the 2012 budget process is complete. Ms. Speidel explained that the COA Director reports directly to the Town Manager who is responsible for the final preparation of the Job Description and Evaluation tools, however, it would very helpful to her to get input from the COA and to work with the COA in a collaborative way in preparing the tools to be used as well as the evaluation itself. She felt that the process used by the COA should be compatible with what the Town Manager will be using in the future, but in the absence of updated tools, she suggested that the COA review and update their current COA Director Job Description and Evaluation Tools, complete an evaluation of the COA Director and pass along this information to Ms. Speidel. Once Ms. Speidel has completed the town-wide updates of job descriptions and developed a standard evaluation tool, the COA can adopt these tools going forward.

Comments on the job description were that the document be general but measurable. Comments on the evaluation tool were that room for comments be included after each evaluation element. The COA should also include annual goals in the evaluation to be part of the next year's evaluation of performance.

The next steps in the process were summarized as:

1. COA Director's Evaluation Sub-Committee to revise and update the current COA Job Description and Evaluation Tool
2. COA Director's Evaluation Sub-Committee to present draft documents to the COA
3. COA approves a final version of each document and prepares an evaluation of the COA Director in an open session of the COA
4. COA updates by-laws to reflect the change in process
5. Complete process by the end of May

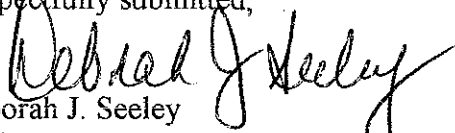
Ms. Speidel explained the laws regarding Executive Session to the sub-committee. Executive Sessions cannot be held by the COA for the purpose of the COA Director's Evaluation because the COA does not have a formal role in the hiring/firing/discipline of the COA Director. She explained the current system used by the Board of Selectmen (BOS) in the preparation of the Town Manager's review as a suggested process to be used by the COA. All members of the BOS prepare a written copy of the evaluation form and turn it into the BOS Chair, the Chair summarizes the evaluations and presents a composite at a public meeting of the BOS. The COA will need to clarify the process to be used in preparation of the COA Director's evaluation.

Jane noted that the COA Organization Chart needs to be updated to include the direct report up to the Town Manager by the COA Director as well as adding the COA to the org chart. To be discussed at the next COA meeting.

Fred noted that in the current COA by-laws, the Director's Evaluation Sub-Committee is a Standing Committee and should be recognized as such.

The next meeting of the Director's Evaluation Sub-Committee will be held on Friday, February 17th at 9:00 a.m at the Eagle House to discuss the member's suggested revisions to the Job Description and Evaluation tool. The meeting adjourned at 10:15 a.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Deborah J. Seeley". The signature is fluid and cursive, with the first name being the most prominent.

Deborah J. Seeley
Chair, Director's Evaluation Sub-Committee